

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-05 **POSITION TITLE:** Supervisory Facility Manager

GRADE: MAJ/04 **MOS:** 21B

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: Department Military Affair - VAFM

LOCATION: FT Pickett, Blackstone, VA 23824

OPENING DATE: 7 October 2004 **CLOSING DATE:** 5 November 2004

POC FOR ADDITIONAL INFORMATION: SSG Sheryl Scott, (434)298-6330 or DSN 438-6330 or e-mail Mrs Brenda Ralls at brenda.ralls@va.ngb.army.mil

DUTIES AND RESPONSIBILITIES: Helps the FMO with the development and execution of the Long Range Construction Plan, real estate concerns, Operations and Maintenance programs, electronic security installation/maint/monitoring, and state level environmental programs. Engineer Management Officer (M-day) ensures that all m-day staff receive appropriate orders, performance certificates, and re-imbursement for pay and travel in support of operations. Ensures that Installation Status Report (I,II,III) is completed and submitted, as well as the Service Based Costing data. Performs necessary administrative duties for state and federal staff within VAFM, submitting employee work profiles and performance standards timely and accurately to the proper government officials. Acts on behalf on the FMO in his absence. Performs other duties as assigned.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional soldiers in grades CPT/03 through MAJ/04, who are members or eligible to become members of the Virginia Army National Guard. Must be qualified in the following Functional Area: 21B.

QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), and not be pregnant, per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.

VAHR-M

SUBJECT: VaARNG Vacancy Announcement Number 04-05

MILITARY EDUCATION: If an officer in the grade of Lieutenant or captain, with less than 5 years time in grade must have completed an officer basic course. Captain, with at least 5 years time in grade, must have completed an officer advanced course. Major, with at least 5 years time in grade, must have completed at least 50 percent of the Army Command and General Staff Officers course (CGSOC), or its equivalent.

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

GRADE AND SPECIALTY: If an officer, must possess the grade equal to or below that authorized for the AGR duty position. Must possess the military occupational specialty (MOS) area of concentration (AOC) commensurate with the AGR duty position.

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

NOTE: OFFICERS NOT CURRENTLY AGR AND NOT QUALIFIED MAY APPLY FOR THIS POSITION. HOWEVER, IF SELECTED AND NOT QUALIFIED, OFFICER WILL NOT BE APPOINTED IN THE AGR PROGRAM UNTIL QUALIFIED.

QUALIFICATIONS FOR SUBSEQUENT DUTY IN THE AGR PROGRAM: (This applies to current on-board Virginia AGR officers only.)

1. Must possess the grade equal to, or below, that authorized for the AGR duty position as described on the announcement.
2. Must possess or be able to gain within 12 months, the specialty required for the AGR duty position- 21B.

HOW TO APPLY: All interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (signed and dated)
2. Copies of last five OERs
3. **Certified** copy of DA Form 2-1. Certified means having the Personnel Services Branch (PSB), stamp or type that your DA Form 2-1 is a "True Copy" and a signature by PSB personnel.
4. Copy of current physical (DD Form 2807-1 and DD Form 2808 completed within the last 5 years)
5. Photograph in Class A uniform (taken within the last 12 months).
6. Documentation to support all periods of active duty service creditable for retirement (**DD Forms 214 or 1506 or NGB Forms 23A**)
7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 04-05

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be eligible to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier is not eligible for an interim clearance prior to appointment to the position, and a wavier is not approved, the offer for the position will be revoked.

LENGTH OF TOUR: Three (3) years subject to program continuance; members successfully completing initial tour will be afforded priority for tour extension, after completing initial tour. Selected individual will be required to remain in this position for 3 years, unless command directed to another position.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 5 November 2004. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **No faxed applications will be accepted.**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer